

**Standard Operating Procedure
For
IMCOM Funded Reservists
Assigned to the USACE**

**Temporary Duty Travel (TDY)
& Local Travel**

The procedures outlined below will be followed for all IMCOM funded reservists assigned to the USACE when performing Temporary Duty Travel (TDY) and Local Travel. Vouchers will now be processed with the USACE Finance Center, Millington. Reservists assigned to the Corps will be excluded from the use of the Defense Travel System (DTS) until such time as it is deployed within the USACE.

In order to be paid travel entitlements, the reservist must adhere to the following:

I. Establish Payment Information w/USACE Finance Center. Establish Electronic Funds Transfer (EFT) payment information and/or check mailing information. Complete the form attached to establish payment information at the USACE Finance Center. This is a one-time process unless you change the bank account and/or mailing address. This information must be kept current by the traveler.

II. USACE Funded Travel.

When a reservist must perform mission related travel funded 100% by the USACE lines of accounting, the travel order (DD1610), travel voucher (1351-2) and/or local travel (SF1164) must be originated and completed in CEFMS.

III. Non-USACE Funded Travel.

If a reservist must perform mission related travel funded by a non-USACE line of accounting (IMCOM funds, etc), the travel order (DD1610), travel voucher (1351-2) and/or local travel (SF1164) must be originated and completed manually (outside of CEFMS). This same process will be used if for any reason the travel is split funded between non-USACE funds and USACE funds.

IV. Before you travel:

- a. Be familiar with the Joint Federal Travel Regulations (JFTR) Volume I (Uniformed Service Members).
- b. Contact the local Commercial Travel Office (CTO) providing support to make transportation arrangements (airline, rail, etc. and rental car). The CTO can also make your hotel arrangements, if not done personally. If assigned an Individually Billed Account (IBA) travel charge card, provide this to the CTO agent for billing purposes. Use the amounts provided by the CTO to prepare the travel order cost. If you make your own hotel reservations, provide your IBA to the hotel. Do not forget to add the CTO fees for making these arrangements as an additional miscellaneous cost on your orders. This fee is reimbursable and is usually about \$25.00 per transaction.
- c. Prepare travels orders identifying complete itinerary for all TDY destination points. Be sure if any justifications or other supporting documentation must be obtained for exceptions, etc., they are done prior to final travel authentication.

V. While traveling:

- a. Make note of any changes in your itinerary from the original orders issued.
- b. Retain all receipts for transportation, hotels, rental car, expenses \$75.00 or greater, and any other expenses that may be an exception to the norm but required for reimbursement justification.

VI. When you return:

- a. **USACE Funded Travel.** Travel voucher (1351-2) or local travel (SF1614) is prepared in CEFMS and electronically signed by both the employee and the Approving Official.
- b. **Non-USACE Funded Travel.**
 1. Complete the travel voucher (1351-2) or local travel (SF1614) manually. Be sure all sequences of the itinerary are defined. Be sure all expenses are identified.
 2. Be sure address is correct.
 3. It is not necessary to identify a sequence for the departure from residence/office to the departing airport location, from the airport to the TDY location, from the TDY location to the departing airport location upon the return, and from the arriving airport location to the residence/office. These can be identified in one sequence as departure from residence/office to the TDY destination and then again from TDY location back to residence/office.
 4. If there were any changes made in the travel performed vs. the orders issued, prepare an amendment to the original travel orders, if necessary.

5. Traveler signs the voucher and creates travel entitlement package to forward to reviewing/approving official. Package must contain:
 - a. Copy of travel voucher (1351-2) or local travel (SF1614).
 - b. Copy of travel orders
 - c. All supporting documentation authorizing any exceptions within travel orders.
 - d. Copies of all receipts to support reimbursement entitlements
6. Reviewing/approving official receives package and certifies for payment if everything is appropriate for the purpose of the mission and the lines of accounting.

VII. To Receive Reimbursement (Payment):

- a. **USACE Funded Travel.** Upon certification by the Approving Official in CEFMS, the voucher is processed by the USACE Finance Center Travel Division. Entitlement should be disbursed to the traveler and/or bank, if split disbursement, via Electronic Funds Transfer (EFT) within 48 hours. Entitlement package is forwarded to the USACE Finance Center either by mail or fax using the CEFMS routing document.
- b. **Non-USACE Funded Travel.** Entitlement package is forwarded to the USACE Finance Center, not DFAS, by mail for processing. Once received in the USACE Finance Center entitlement should be disbursed to the traveler within 48 hours, assuming package is complete.

Mailing address:

USACE Finance Center
ATTN: Ms. Brenda Mixon
5722 Integrity Drive
Millington, TN 38054-5005

VIII. Point of Contact: For additional information regarding your travel vouchers and entitlement, please contact Ms. Brenda Mixon at the above email or (901)874-8642.